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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 6 July 1960

Present: C/MS - Chairman . . . . . Dr. Tietjen  
DC/MS - Voting Member . . . . .  
C/OD - Voting Member . . . . .  
C/PS - Voting Member . . . . .  
C/CD - Voting Member . . . . .  
Personnel Placement Officer . . . . .  
C/SD - Executive Secretary . . . . .  
Secretary to C/MS - Recording Secretary . . . . .

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 8 June 1960 were approved by the Members without comment.

2. Review of Fitness Reports

a. The Executive Secretary called attention to Fitness Reports completed on the following personnel as containing outstanding evaluations:

25X1A9a

-10, Medical Service Officer  
GS-5, Clerk

25X1A9a

b. Fitness Report completed on [REDACTED], GS-10, Medical Service Officer, contains a recommendation from Dr. [REDACTED] for Mr. [REDACTED] promotion to GS-11. This recommendation will be considered later in the Meeting.

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25X1A9a

c. The covering memorandum from Chief of Station, [REDACTED] forwarding the Fitness Report on [REDACTED], GS-10, Medical Technician, endorses a promotion recommendation submitted in January 1959. The Medical Staff replied to this recommendation in March 1959. Mr. [REDACTED] is now on home leave before departing for his assignment in [REDACTED].

25X1A6

25X1A9a

25X1A9

25X1A6

d. Fitness Reports on the following personnel are available for the review of the Board Members:

-11, Medical Service Officer  
GS-4, Clerk-Typist  
[REDACTED], GS-4, Clerk  
GS-3, Clerk  
GS-3, Clerk

25X1A6a

3. Review of Training Evaluation Reports

C/OD reviewed briefly the Training Evaluation Reports for the following personnel:

REV DATE	20 APR 1961	BY	029725
REV CLASS	39	TYPE	el
REV CLASS	5	REV CLASS	7
REV CLASS	22	REV CLASS	2011
AUTH	HR 70-2		

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25X1A9a [REDACTED] GS-11, Administrative Officer (D Ch) -  
Logistics Course  
25X1A9a [REDACTED] GS-8, Instructor (Med Tech Flds) - Effective  
25X1A9a Speaking Course  
[REDACTED] GS-7, Medical Technician - Writing Workshop  
Course  
25X1A9a [REDACTED] GS-4, Clerk-Typist - Qualified in Typing  
[REDACTED] GS-4, Secretary-Stenographer - Qualified  
in Shorthand  
25X1A9a [REDACTED] GS-3, Clerk-Typist - Not qualified in Shorthand

4. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a [REDACTED] GS-10, Physical Requirements Officer  
[REDACTED] GS-9, Secretary-Stenographer  
[REDACTED] GS-8, Staff Nurse

5. Reports of Competitive Evaluation Panels

The Reports of the Competitive Evaluation of SD:SM Medical Technician Personnel in Grades GS-9, GS-10 and GS-11, dated 29 June 1960, were presented by the Executive Secretary. C/MS called attention to the fact that those most recently promoted are placed at the bottom of the list, their date of eligibility for promotion carrying more weight than their proficiency. The Members generally agreed that an individual should be ranked on the basis of his potential rather than his time in grade. However, the Executive Secretary pointed out that under the provisions of the Regulation, the Panel is concerned only with the promotability of personnel. C/MS stated he understood these lists were to be used in considering which employees would be excess in the event a reduction in force was imposed. The other Members did not share C/MS' impression in this regard.

The Members voted to accept the evaluations as presented for guidance purposes.

6. Promotions

25X1A9a a. [REDACTED] GS-11, Medical Service Officer. A request for  
25X1A9a the promotion of Mr. [REDACTED] to GS-12 was forwarded by Dr. [REDACTED] through 25X1A9  
25X1A6a the Deputy for Administration, [REDACTED] At the suggestion of the  
25X1A9a Medical Staff, the Station has taken action toward the upgrading of Mr.  
[REDACTED] position to GS-12 and the Executive Secretary recommended that  
further consideration of this promotion be held in abeyance pending the  
results of the action for upgrading. The possibility of a Personal Rank  
Assignment in this case was suggested; however, C/MS stated firmly he is  
opposed to such assignments and, as a matter of fact, the Medical Staff

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25X1A9a

has recently lost the services of two valuable employees, Mr. [REDACTED] 25X1A9a and Mr. [REDACTED] because he would not consider Personal Rank Assignments for them. The Members voted to approve the Executive Secretary's recommendation.

25X1A9a  
25X1A9a  
25X1A6a

b. [REDACTED], GS-10, Medical Service Officer. A request for the promotion of Mr. [REDACTED] to GS-11, initiated by Dr. [REDACTED] was 25X1A9a attached to his Fitness Report. This request is based on Mr. [REDACTED] 25X1A9a performance while assigned at [REDACTED]. Based on the ranking by the Competitive Evaluation Panel, the Executive Secretary recommended this promotion be approved; the Members concurred.

25X1A9a  
25X1A6a  
25X1A6a

c. [REDACTED], GS-9, Medical Technician. A request for the promotion of Mr. [REDACTED] to GS-10 was forwarded by the Chief of Logistics 25X1A9a at [REDACTED]. This request received the endorsement of Dr. [REDACTED], the 25X1A9a Acting Chief of Base, [REDACTED], and the [REDACTED]. The Executive 25X1A6a Secretary pointed out that an external training request for Mr. [REDACTED] 25X1A9a in the field of Pharmacy was recently disapproved because of the length of time involved in such schooling. C/SD also pointed out that requests for promotion have been disapproved because of Mr. [REDACTED] ranking by the 25X1A9a Competitive Evaluation Panel. The only position available for him on his return to Headquarters would be at the GS-9 level and the Executive Secretary, accordingly, recommended the request for promotion be disapproved. C/OD recommended deferment of action in this case until Mr. [REDACTED] returns to Headquarters and his plans for his future are determined. The Members concurred in C/OD's recommendation.

25X1A9a

25X1A9a

d. [REDACTED], GS-4, Secretary-Stenographer. The Executive Secretary reviewed a request from C/CD for the promotion of [REDACTED]s 25X1A9a to GS-5 and recommended approval by the Board. The Members concurred in this promotion.

#### 7. External Training Nominations

At the Medical Staff Meeting of 19 May 1960, C/MS requested the subject of nominations for candidates to attend management courses outside the Agency be placed on the Agenda for Career Service Board consideration. These courses are provided for senior Agency officials and the Medical Staff has never submitted a candidate for this type of training. It was agreed by the Members that, because of the size of the Medical Staff, it has not been feasible to provide candidates in the past.

25X1A

#### 8. Language Development Program

The Executive Secretary reviewed briefly the revised Regulation [REDACTED] dated 5 May 1960. Essentially, the two changes in this Regulation are as follows: (a) the amount of monetary awards given in the Language Development Program has been reduced; and (b) in order to receive an

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ward, the Career Service Board must certify that the language has either current or potential usefulness to the Agency and to the individual.

9. Age and Grade Distribution for SD:SM Employees

In response to a request by the DD/S, statistics have been prepared and will be maintained on the average age and grade of Medical Staff employees. This fact was presented for the information of the Members and the data will be available for review.

10. Miscellaneous

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a. [REDACTED] GS-7, Medical Technician, has been accepted for transfer to DPD. Her release from the Medical Staff will become effective when a suitable replacement has been found.

25X1A9a

b. [REDACTED] GS-12, Registrar, will transfer from the Agency to the Federal Aviation Agency, his last working day being 8 July 1960. C/CD questioned the personnel policies of the Agency in permitting such a valuable employee to transfer for pay increase when a promotion was not possible with this Agency. The other Members supported this feeling.

25X1A9a

c. The Executive Secretary reviewed a letter of appreciation from the Chief, [REDACTED] participation in a recent training program.

25X1A6a

d. Two commendations on behalf of [REDACTED] performance at [REDACTED] were reviewed briefly by the Executive Secretary.

25X1A9a

MS/mam

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/OD
- 1 - C/PS
- 1 - C/CD
- 1 - C/SD

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